

Development Associate San Francisco Chapter

Friends of the IDF (FIDF) was established in 1981 by a group of Holocaust survivors to provide for the wellbeing of the men and women who serve in the Israel Defense Forces (IDF). The organization's mission is to offer educational, cultural, recreational, social services programs, and facilities that provide hope, purpose, and life-changing support for the soldiers who protect Israel and Jews worldwide.

FIDF currently seeks an individual to assume the role of *Development Associate* for the San Francisco chapter. This position is part of a dynamic San Francisco team and will report to the Executive Director of the San Francisco chapter.

Educational Requirements:

- Bachelor's degree or equivalent.

Skills and/or Experience:

- A minimum of 2 years nonprofit experience.
- Demonstrated success in event planning and customer relations.
- Experience talking to donors and soliciting donations.
- Strong computer experience including: Microsoft Office (Word, Excel, Outlook, PowerPoint.)
- Raiser's Edge database experience a plus.
- Excellent interpersonal, written and social media skills.
- Highly organized, detail-oriented and self-motivated with the ability to multi-task.
- Knowledge of San Francisco Jewish community preferred.

Duties and Responsibilities:

- Coordinate logistics for all regional events including local chapter Board meetings, the annual gala dinner, IDF soldier visits to the region, parlor meetings, synagogue/church events, etc.
- Provide support to chapter director, including expense reports, budgets, logistics, registration, donor information, and meeting material.
- Handle all departmental communications and related tasks including, but not limited to: responding to requests for information from donors and executing large mailings.
- Oversee administrative duties in running the office including data entry and database donor management.
- Assist in developing and maintaining relationships with lay leaders, board of directors, committee members and current donors in order to steward and advance relationships.
- Performs other duties as required.